

**INEEL WATER INTEGRATION PROJECT
MANAGEMENT TEAM MEETING
May 1, 2002 – 1:00 p.m.- DOE-N**

In person:

Jan Brown	INEEL	browjm@inel.gov
Brad Bugger	DOE-ID	buggerbp@id.doe.gov
Doug Burns	INEEL	deb4@inel.gov
Dave Frederick	INEEL Oversight Program	dfrederi@deq.state.id.us
Kendall Kincaid	DOE-ID	kinkaikl@id.doe.gov
Marianne Little	INEEL	lit@inel.gov
Jeff Perry	DOE-ID	perryjn@id.doe.gov
Paul Wichlacz	INEEL	plw@inel.gov
Al Yonk	INEEL	yonkak@inel.gov

On Phone:

E.B. Nuckols	DOE-HQ	ernest.nuckols@em.doe.gov
--------------	--------	--

Safety Share

New fitness software is available through DOE home page called, “Fit at Work” that asks employee every two hours, “Do you want to stretch”? It helps employees take a needed break from the computer to do a simple stretching exercise.

Action Tracking Log

- The Interface Lead for the Subsurface Science Initiative is definitely Mike Wright.
- Schedule delays for Tasks #24 & 25 were noted for reasons beyond our control.
- Paul W. explained that Integration is proposing to utilize both the INEEL Program Advisory group with Ed Berkey (already under contract) and the SSI Technical Review group under Mike Wright. Ed’s group will look over project scope and concepts, with the technical review group focusing on specific products.
- Doug noted that estimated funding needs for fiscal year ’03 have been completed for internal review.
- North Wind Environmental is now on contract for completing the Conceptual Model Summary document and a scoping outline has been issued to them. The draft summary document will be due by mid-August for internal and public review, with the final issued by the end of September. North Wind has access to very experienced people with conceptual modeling backgrounds. It was noted that Brendan Orr is retiring from USGS and joining North Wind, so he can continue to be involved in this aspect of the Water Integration Project.

30-Day Look Ahead

Project Execution Plan

- DOE-ID officials have reviewed the Project Execution Plan and their comments are now being addressed by appropriate staff on the core team.

Stakeholder Communication Activities

- The review period for the Stakeholder Involvement Plan has been extended to June 1 to accommodate comments from the Citizens' Advisory Board and a meeting of Boise-based state agency personnel hosted by the INEEL Oversight Program.
- Comments would be appreciated by May 10 on the draft fact sheet, "Introduction to the INEEL Water Integration Project".
- Feedback from the April 26 presentation to the HLW Program Support staff meeting was posted with today's handouts. Given the positive response, the stakeholder team should offer similar presentations to: INEEL-LTS, LTS S&T-National, Mixed Waste, Environmental Monitoring, and HLW. The DOE-ID Senior Leadership Team should also receive an update
- Some 20 students and faculty were present on April 27 when Doug Burns addressed the ISU Engineering seminar.
- An interagency introduction to the Water Integration Project is scheduled for May 22 in Boise cosponsored by the INEEL Oversight Program (Public Affairs). The focus will be the groundwater monitoring aspect of the Integration Project that all agreed will require more thought and attention. It was noted that the Hanford Integration Project produces an annual groundwater monitoring report, and that INEEL Oversight already produces an annual environmental monitoring report.

INEEL VZ/GW Roadmap Development

- On schedule

Conceptual Model Summary

- On schedule.
- EB noted that the Geological Society of America has produced a peer-reviewed paper on INEEL geology, hydrology and environmental remediation. Paul W. responded that the GSA -- including Bob Smith and Dick Smith -- was largely responsible for the very respected old conceptual model.

Electronic Library Development

- A preliminary scope of work is being developed in cooperation with Leah Street. Benchmarking will be critical.
- Make sure that LTS is consulted to see if we need to integrate this information management piece.
- The INEEL Water Resources Committee is putting a subcommittee together on information management, and the Integration Team will soon be meeting with them.

Integrated Activity Summary

- Currently planned scope will be reviewed in cooperation with Jeb Blackburn, whose meeting was postponed from April 25.

Project Deliverables

Jeff requested that the team prepare a full list of project deliverables with clarification of their purpose by next Wednesday, May 8. Al Yonk was assigned lead responsibility. Critical path items are becoming important for DOE-ID to understand and communicate.

Operations/R&D Requirements and Needs Analysis

- This is a new item that has been identified as a federal responsibility to complete. It will require a scope from each individual program covered under the Water Integration Project.
- EB requested that a visual graphic of the timeline of the Integration Project be prepared to display the schedule of deliverables and other products. BBWI can comply immediately with the \$700K work package and later once the \$300K WM work scope is completed. **This task will be added to the action log and assigned to Marianne Little.**

Performance Assessment/Composite Analysis Tool

- This is another newly requested deliverable. This tool is expected to save time and effort by inputting all source terms and examining impacts to groundwater. It will apply the conceptual model and involve D&D personnel.

Science and Technology Strategies

- By October 02, Operations will be asked to identify special problems that need to be solved in order for them to succeed, i.e. facilitated transport of contaminants.
- This list of problems will be matched with uncertainties identified in the Roadmapping process to verify that priorities are in order of real need.
- R&D will have several options on how to solve each problem, such as:
 - Issue a call for proposals
 - Apply a standard test already available
 - Conduct directed research internal to the lab
 - Identify applicable research being conducted elsewhereThe result will be a matrix of problems with recommended options to pursue.
- A strategy document will be prepared by the end of FY 03 with a portfolio of solutions that will be reviewed by the technical committee. Every item will have a specific strategy identified with assignments made.
- This approach is designed to ensure that Operations and R&D have an owner for each problem identified and that responsibilities for implementation are identified. This will lead to an integrated reporting system in FY 04.

The meeting adjourned at 2:10 p.m.